





MEETING ROOMS BOOKINGS

General information

Meeting rooms are available at the RAI in the Congress Centre / Elicium building, Entrance C - Second Floor & Entrance D Second/Third/Fourth/Fifth Floor (rooms C205/206 & All Elicium D rooms). All rooms have windows & natural light and can be previewed using the RAI Virtual Tour: <https://www.rai.nl/en/the-location/virtual-tour/>. (Important note: the number of persons allowed in each room may differ from the information available online due to current COVID-19 related restrictions)



Booking procedure

All booking requests must be sent to escrs.sponex@mci-group.com including the following information:

-  Approximate size of the room & number of persons required
-  Date and duration of the rental (rental is available for minimum ½ day and up to 4 days– no hourly rental available)

Once we receive your request, we will provide you with a detailed quote based on the remaining availability. Upon acceptance, you will receive a booking form to sign to confirm your order and will then receive your invoice.

Rental hours

-  ½ day AM: 08:00-13:00 (5 hours)
-  ½ day PM: 14:00-19:00 (5 hours)
-  Full day: 08:00-19.00

Rooms & prices grid

You can find the detailed list of rooms with sizes, number of persons allowed in the room (under current COVID-19 limitations) and price for the various rental durations here: [INDUSTRY MEETING ROOMS GRID](#)

Rental price includes the meeting room itself and any existing furniture.

Note: this is the full grid to provide you with a pricing and size reference point for the rooms, availability will be confirmed after we receive your email and provide you with your detailed quote. All prices are shown VAT Excl.

Ancillary services

Once your meeting room is confirmed, you will receive the contact details of the person in charge for all additional bookings needed for your meeting room at the RAI (catering, AV, IT,...).